

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Campion Advocacy Fund

Travel date(s): August 6, 2018 - August 10, 2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: Spouse Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|---|--|---|------------------------------|---|
| <input type="checkbox"/> Good Faith Estimate | \$1,601 (for flights to/from D.C. - Fairbanks); | \$308 (for 2 nights hotel in Fairbanks) | \$49 for dinner in Fairbanks | \$1,300 (primarily for guide service, also includes simple meals at camp in ANWR which do not have fixed costs) |
| <input checked="" type="checkbox"/> Actual Amount | \$4,500 (for flights to/from Fairbanks - ANWR), \$8 for share of taxi in Fairbanks | | | |

Expenses for Accompanying Spouse or Dependent Child (if applicable):

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|--|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | N/A | N/A | N/A | N/A |
| <input type="checkbox"/> Actual Amount | | | | |

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see attached itinerary. Discussions in field to learn about arctic natural systems, Arctic Refuge history, the potential impact of proposed development, and meet local stakeholders.

9/11/18 Stephennne Harding Stephennne Harding
 (Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/11/18 Tom Odare
 (Date) (Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

originally submitted
6-29-18
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Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Stephenne Harding

Employing Office/Committee: Senator Tom Udall

Private Sponsor(s) (list all): Campion Advocacy Fund

Travel date(s): August 6, 2018 - August 10, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Fairbanks, Alaska and Arctic National Wildlife Refuge, Alaska.

Explain how this trip is specifically connected to the traveler's official or representational duties:

Stephenne Harding, Senior Policy Advisor, works on public land issues for Senator Tom Udall, including the potential development of the Arctic National Wildlife Refuge for oil and gas development. Attending this trip will improve Stephenne's knowledge of the Arctic National Wildlife Refuge by seeing first hand the areas proposed for development, learning more about the tundra ecology and natural systems from expert guides, and interacting with other Alaskan stakeholders.

Name of accompanying family member (if any): N/A

Relationship to Employee: Spouse Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/31/18
(Date)

Stephenne Harding
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Tom Udall hereby authorize Stephenne Harding
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box)

7/31/18
(Date)

Tom Udall
(Signature of Supervising Senator/Officer)

Campion Advocacy Fund

Arctic National Wildlife Refuge 2018 Fact-Finding Trip Itinerary

Monday, August 6, 2018

- Travel from Washington DC / Seattle, WA to Fairbanks, AK*
 - **8:03 a.m.** Depart DCA, Alaska Air 1, **10:58 a.m.** Arrive SEA
 - **2:05 p.m.** Depart SEA, Alaska Air 123, **4:50 p.m.** Arrive FAI
 - **5:15 p.m.** Shuttle from airport to Regency Fairbanks Hotel, 95 10th Avenue, Fairbanks, AK
- **7:00 p.m. – 9:00 p.m.** Working Dinner - LaVelle's restaurant, 575 First Avenue, Fairbanks, AK
 - Discussion with conservation leaders, Alaska Natives, and wilderness tour operators about their history of working to protect the Arctic National Wildlife Refuge (ANWR).
 - Attendees: *Stephenne Harding (Udall), Trent Bauserman (Hoyer), Kristen Miller - Alaska Wilderness League, Carol Kasza and Jim Campbell - owners/operators of Arctic Treks trip guides, Princess Lucaj and Bernadette Demientieff - Alaska Native conservation leaders*

Tuesday, August 7, 2018

- Travel from Fairbanks to basecamp in Arctic National Wildlife Refuge (ANWR)
 - **7:00 a.m.** Taxi to airport
 - **8:00 a.m.** Depart FAI, Wright's Air, **9:00 a.m.** Arrive Coldfoot
- **10:00 a.m.** Depart Coldfoot, Coyote Air, **12:00 p.m.** Arrive ANWR basecamp
- **12:00 p.m. – 1:30 p.m.** Set up camp and have lunch
- **1:30 p.m. – 3:00 p.m.** Discussion: Introduction to arctic natural systems and seasons, particular importance of ANWR to birds, caribou, polar bears
- **3:00 p.m. – 4:00 p.m.** Discussion: History leading up to designation of ANWR
- **4:00 p.m. – 6:00 p.m.** Guided hike from basecamp to observe wildlife and plants and discuss how natural systems function in this wild and remote arctic landscape
- **6:00 p.m. – 7:00 p.m.** Working Dinner: overview and discussion about arctic governance and the Arctic Council
 - Attendees: *Stephenne Harding, Trent Bauserman, Kristen Miller, Molly Gillespie (guide assigned by Arctic Treks).*

Wednesday, August 8, 2018

- **8:00 a.m. – 9:00 a.m.** Breakfast
- **9:00 a.m. – 10:30 a.m.** Discussion: History of legislation impacting public lands in Alaska (Alaska National Interest Lands Conservation Act), and history of legislation governing Alaska native claims (Alaska Native Claims Settlement Act)
- **10:30 a.m. – 12:00 p.m.** Discussion: Overview of indigenous community connections to ANWR
- **12:00 p.m. – 1:00 p.m.** Lunch
- **1:00 p.m. – 2:00 p.m.** Discussion: Overview of oil development on AK North Slope

- **2:00 p.m. – 5:00 p.m.** Guided hike from basecamp to observe geologic features of the coastal plain that are indicative of the subsurface oil potential, as well as to observe permafrost soils that would be impacted by potential exploration and extraction activities.
- **5:00 p.m. – 7:00 p.m.** Discussion: Recent history of competing legislative proposals to develop or protect ANWR's Coastal Plain
- **7:00 p.m. – 8:00 p.m.** Working Dinner: overview and discussion about climate impacts on subsistence use
 - *Attendees: Stephenne Harding, Trent Bauserman, Kristen Miller, Molly Gillespie.*

Thursday, August 9, 2018

- **8:00 a.m. – 9:00 a.m.** Breakfast
- **9:00 a.m. – 10:30 a.m.** Discussion: US Fish and Wildlife Service Comprehensive Conservation Plan (CCP) for ANWR and 2015 Wilderness recommendation by Administration
- **10:30 a.m. – 12:00 p.m.** Discussion: Review of trends in public support for developing or conserving ANWR
- **12:00 p.m. – 1:00 p.m.** Lunch
- **1:00 p.m. – 2:30 p.m.** Discussion: How ANWR impacts other conservation activities in Alaska
- **2:30 p.m. – 4:30 p.m.** Break down camp, then final guided hike from basecamp to discuss how the topography of the coastal plain contributes to wildlife use of different parts of the region in different seasons, and how those areas could be impacted by potential development activities
- Travel from basecamp in Arctic National Wildlife Refuge to Fairbanks
 - **4:30 p.m.** Depart ANWR basecamp, Coyote Air, **6:30 p.m.** Arrive Arctic Village**
 - **8:00 p.m.** Depart Arctic Village, Wright's Air, **9:00 p.m.** Arrive FAI
 - **9:20 p.m.** Shuttle from airport to Regency Fairbanks Hotel, 95 10th Avenue, Fairbanks, AK
 - *Attendees: Stephenne Harding, Trent Bauserman, Kristen Miller, Molly Gillespie.*

Friday, August 10, 2018

- **4:30 a.m.** Shuttle from hotel to FAI airport
- Travel from Fairbanks, AK to Seattle, WA/Washington, D.C.
 - **6:05 a.m.** Depart FAI, Alaska Air 198, **10:39 a.m.** Arrive SEA
 - **1:47 p.m.** Depart SEA, Alaska Air 2, **9:58 p.m.** Arrive DCA

(* With Senate Ethics approval, Stephenne Harding elected to change flights and fly to Fairbanks in advance of this trip and travel on her own for 2 days. She covered the costs of her personal travel. She then joined the rest of the group at the Fairbanks airport on August 6th.)

(** Due to weather concerns, the flight out of ANWR was routed to Arctic Village instead of Coldfoot, and then connecting flights continued to Fairbanks as planned.)

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): Campion Advocacy Fund

 2. Description of the trip: Fact-finding trip to the Arctic National Wildlife Refuge (ANWR) to experience remote wild landscape, learn about arctic natural systems and land use policy, and meet local leaders.

 3. Dates of travel: August 6, 2018 - August 10, 2018

 4. Place of travel: Fairbanks, AK and Arctic National Wildlife Refuge, AK

 5. Name and title of Senate invitees: Stephene Harding (Senior Policy Advisor - Udall)

 6. I *certify* that the trip fits one of the following categories:
 - (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).

 7. I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

 8. I *certify* that:
 - The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Campion Advocacy Fund does not directly engage in education activities, but supports the work of nonprofit groups that conduct a variety of activities to engage and educate citizens about the importance of conserving wild places.

16. Total Expenses for Each Participant:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses |
|---|--|---|---|---|
| <input checked="" type="checkbox"/> Good Faith estimate | \$1,512 (for flights to/from D.C. - Fairbanks); \$4,500 (for flights to/from Fairbanks - ANWR) | \$308 (for 2 nights hotel in Fairbanks); \$75 (for tent rental in ANWR) | \$60 (estimate for dinner and breakfast in Fairbanks before travel to ANWR) | \$1,300 (primarily for guide service, also includes simple meals at camp in ANWR which do not have fixed costs) |
| <input checked="" type="checkbox"/> Actual Amounts | | | | |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) this trip has been arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The trip location will give trip participants a unique opportunity to experience a remote and wild arctic landscape, while also having a chance to talk with community leaders in northern Alaska communities.

19. Name and location of hotel or other lodging facility:

Regency Fairbanks Hotel (95 10th Avenue, Fairbanks AK).

Basecamp will be comprised of 4-5 camping tents in remote part of ANWR near the Kataturuk River.

20. Reason(s) for selecting hotel or other lodging facility:

The hotel in Fairbanks was selected for room availability, central location, and comparable seasonal rates to other local hotels. Basecamp in ANWR is the only option for staying overnight in remote location, there are no hotels in the vicinity which is why staying in tents is required.

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21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

For Fairbanks, lodging expenses are at per diem, and meal expenses are below per diem.

For ANWR, lodging expenses are below per diem, and meal expenses are below per diem.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Round-trip coach class flights between Washington DC and Fairbanks, and coach class equivalent on

air taxis when traveling from Fairbanks to remote locations in ANWR.

23. I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: John P. Daly

Name and Title: John Daly, Wilderness Program Director

Name of Organization: Campion Advocacy Fund

Address: 1904 3rd Avenue, Suite 405

Telephone Number: W: 206-686-5320, M: 206-948-6335

Fax Number: N/A

E-mail Address: jdaly@campionadvocacyfund.org



Instructions

(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics (“Ethics Committee”) has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
 - a. the stated mission of the organization sponsoring the trip;
 - b. the organization’s prior history of sponsoring congressional trips, if any;
 - c. other educational activities performed by the organization besides sponsoring congressional trips;
 - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
 - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
 - f. whether there is an adequate connection between a trip and official duties;
 - g. the reasonableness of the total amount spent by a sponsor of the trip;
 - h. whether there is a direct and immediate relationship between a source of funding and an event;
 - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
 - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
 - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

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Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

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9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

“De minimis” exception: Both lobbyist/agent of a foreign principal “accompaniment” prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be “reasonable” in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor’s rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* The trip sponsor *must* sign the form and certify that the information is true, complete, and correct. For trips with more than one sponsor, each additional sponsor *must* complete its own signature page and certify that the information contained in the form is true, complete, and correct.

